

Superior Court of California

County of San Bernardino

Employment Opportunity



Court Paralegal

\$3,630 - \$4,633 approximate monthly

Application deadline: Open Until Filled

Announcement # 06-006

The eligible list resulting from this recruitment will be used to fill a current vacancy at the Rancho Cucamonga District and future vacancies as they occur throughout the Court. Incumbents may be assigned to work in any Court District within the County to meet the needs of the court.

The Court Paralegal provides support for the Judicial Staff Counsel III assigned to the Probate, Conservatorship and Guardianship Departments of the Superior Court of California, County of San Bernardino.

We are looking for an individual who will:

- ✚ Review case files for probate, conservatorship and guardianship matters; prepare draft orders; conduct research; draft research memoranda and other documents.
- ✚ Confer with Judges and Court staff regarding specific probate notes, applicable procedural issues and other legal issues.
- ✚ Assist with the preparation of calendars for the Probate Department; prepare and post probate notes.
- ✚ Review law and motion matters, and review simple and discovery matters and demurrers.
- ✚ Perform related duties as assigned.

Travel: Incumbent will be required to travel to the **Victorville District at least once per week**. Other travel throughout the County may be required, as needed.

Requirements: Must meet the California Business and Professional Code §6450 requirements for a paralegal and have two years of increasingly responsible legal, court and/or judicial support experience that included researching legal issues and drafting legal documents, or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Note: paralegal experience in Probate, Conservatorship, and/or Guardianship is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application, supplemental application and writing sample. A legible copy of your Certificate of Completion from an American Bar Association accredited and certified paralegal program must be attached to the supplemental application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts. Faxed applications will be accepted to meet recruitment deadlines only. Applicants must follow up with the original application received by Court Personnel within 2 business days of the recruitment close to continue on in the process.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

MV – 1/30/06

Court Personnel Department
172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0302

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